



Job Title:	<b>Warden</b>	Job Requisition#:	<b>2k16-08-38</b>
Department:	<b>Detention Center</b>	Status:	<b>Classified</b>
Union Code:	<b>Non-represented</b>	Job Code:	<b>7000</b>
First day to Apply:	<b>08-10-2016</b>	Handles Confidential Info:	<b>Yes</b>
Last day to Apply:	<b>Open until filled</b>	FLSA:	<b>E</b>
Salary:	<b>Salary Dependent Upon Qualifications</b>	Work Schedule:	<b>Facility Operates 24/7 365 days/year</b>

**GENERAL PURPOSE:** Under administrative direction, plans, directs, coordinates and administers the operations, functions, and activities of an adult detention center; provides supervision and leadership ensuring all governing laws and policies are enforced and followed by staff; administers and manages fiscal operations within the current operating budget and plans and develops annual budget; monitors and manages expenditures and revenues; plans, develops, and implements detention center plans and improvements and manages associated activities; provides for the humane detention of inmates in a safe, secure environment according to the standards of the American Correctional Association, Performance Based Standards for Adult Local Detention Facilities (ALDF), Federal Performance-Based Detention Standards (FPBDS); and Standards of the American Jail Association (AJA) ; performs other administrative support functions as directed by the County Manager.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- Bachelor's Degree in Criminal Justice, Law Enforcement, Sociology, or related field and eight years of demonstrated detention/corrections experience, four years of which are in a management/supervisory capacity that includes demonstrated experience and responsibility in compliance, budgeting, staff supervision, program administration, administering contract activities, comprehensive records management, and collaborative interagency relationships; OR an equivalent combination of education and experience. Experience in an adult detention /corrections facility housing federal inmates is highly desirable.

**Required Licenses or Certifications:**

- Valid New Mexico Driver's License;
- Detention/Corrections Officer Certification required within a specified time period after hire.
- Jail Administration Certification in the State of New Mexico required within a specified time period after hire.
- Other licenses and certifications may be required within a specified time period after hire.

**Other Requirements:**

- Must pass a background investigation to include criminal history, employment references, credit history, verification of US citizenship, and pre-employment interview in accordance with Federal Performance-Based Detention Standards (FPBDS) A.9.3.a through e; and Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES Pre-Employment, 2. Through 6.
- Must pass a pre-employment drug and alcohol screening in accordance with (FPBDS A.9.3.f) and Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES Pre-Employment, 7.
- Pre-employment physical (FPBDS A.9.4 and 4-ALDF-7B-04).

## JOB DESCRIPTION

### Warden – Detention Center

This position is subject to random alcohol and drug testing in accordance with Sandoval County Personnel Rules and Regulations Article XIII Drug and Alcohol Policy and Testing- Drug Free Workplace; and Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES Post-Employment,1.

This position is subject to bi-annual background checks in accordance with Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES, Post-Employment, 4.; and FPBDS A.9.6 (periodic).

#### **SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the County Manager and exercises supervision over lower level staff.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, directs, coordinates, and reviews the work of assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes appropriate corrective action when necessary; provides general advice and counsel to staff; develops developmental work plans for staff; and implements corrective actions, discipline and termination procedures as appropriate/necessary.
- Coordinates and manages the operations of the Detention Center; meets with critical incident unit staff and administrative staff regularly to identify any new issues, identify tasks that need to be completed, prioritize the tasks and assign work and timelines; reviews inmate communication forms and receives briefings from each division.
- Directs, implements, and monitors the departmental budget; presents the annual budget and all supporting documentation to the County Manager and Board of County Commissioners; controls the purchasing of materials and equipment necessary to fulfill Detention Center responsibilities; and determines the need for new equipment and facilities and major repair or upgrade of equipment and facilities.
- Conducts regular tours inspections of the detention center including internal and external walk through; ensures any maintenance, safety, or staff issue is immediately addressed.
- Reviews vendor contracts that pertain to the Detention Center and makes changes, initiates renewal and/or conducts a bid process when necessary.
- Ensures compliance with and consistent application of all pertinent federal, state, local and County regulatory requirements across the organization; interprets regulatory guidelines and exercises discretion in providing direction to staff; develops and/or obtains and delivers training curricula to enhance supervisory and employee understanding of regulatory guidelines and enhance organizational compliance; recommends corrective actions to County Manager to enhance compliance with regulatory requirements and/or to mitigate potential liability.
- Monitors and reviews any changes to the laws or policies that govern the detention center's mission and implements necessary changes to standard operating procedures; plans, implements and coordinates dissemination of new or revised policies, procedures and programs; and ensures that all staff are updated and/or trained related to required changes/updates.
- Compiles and ensures timely submission of reports mandated by federal or state statutes; conducts research, analyzes, develops, and provides simple to complex reports to the County Manager and County Commission on relevant topics, as required.
- Counsels employees; mediates employee issues; applies principles of conflict resolution and provides alternatives and solutions to resolve simple to complex workplace issues and complaints; and mitigates potential harassment, violence in the workplace and risk or exposure to liability.

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- Works with law enforcement agencies to ensure compliant processing of persons arrested; and coordinates with the local, state, and federal judicial system.
- Performs other related duties as assigned by the County Manager.
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#### **Required Knowledge of:**

- Operational characteristics, services, and activities of a correctional/detention center, including business/industry principles and practices related to work assigned.
- Provisions of federal, state, and local legislation pertaining to correctional/detention services; and New Mexico State Statutes, Standards of the American Correctional Association (ACA), Performance Based Standards for Adult Local Detention Facilities (ALDF), Federal Performance-Based Detention Standards (FPBDS); and Standards of the American Jail Association (AJA).
- Principles and practices of criminal justice administration.
- Administering and managing correctional/detention services and programs in a public-sector setting.
- Law enforcement principles, practices, techniques, and equipment with special reference to assignments.
- Effective Training programs, techniques and methods.
- A variety of software packages relevant to the department and assigned work.
- Contract negotiation and administration.
- Research methods and report presentation.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- Principles and practices of governmental budget preparation, administration and monitoring; to include procurement processes and procedures.
- Advanced arithmetical computations adequate to correctly perform work.
- Proper English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles of supervision, training, and performance evaluation.

#### **Required Skill in:**

- Administering and managing detention/corrections programs in a public-sector setting.
- Applying detention /correction center principles, practices, methods, and techniques.
- Analyzing policy and making effective decisions.
- Developing, interpreting and administering compliant standard operating policies and procedures (SOPs) sufficient to administer, discuss, resolve, and explain them.
- Learning and effectively utilizing required work procedures and applying relevant regulations.
- Handling multiple tasks and prioritizing effectively; meeting deadlines and work under high demand/stressful conditions.
- Planning, formulating and executing programs and policies.
- Analyzing complex problems, conducting comprehensive research, identifying alternative solutions, projecting consequences of proposed actions and making recommendations for resolution and implementation to the County Manager.
- Resolving conflicts.
- Supervising, leading, and delegating tasks and authority.
- Maintaining accurate and complete records and reports.
- Effectively administering and monitoring the Detention Center division budget;
- Developing and implementing goals and objectives for the department consistent with County mission and values.
- Writing, administering, negotiating, and evaluating contracts, agreements, and proposals.
- Developing and conducting training programs associated with assigned area of responsibility.
- Evaluating processes and procedures for improvement and cost-effectiveness.
- Working cooperatively with County employees, contractors, and the public.

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- Working with equipment, tools, and materials required in area of assignment.
- Applying project management techniques and principles.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Developing, interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Supervising, leading, and delegating tasks and authority.

**Physical Demands / Work Environment:**

- Work is performed in a standard office/detention center environment.
- Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time, stooping, and lifting books or files of approximately 25 pounds or less.
- Work frequently involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a phone, calculator, cell phone, copier or fax machine.
- Occasionally may be exposed to potential physical harm and/or infectious disease when dealing with inmates in the detention center environment.
- Operates a County vehicle as necessary to attend meetings, training and perform related job duties.

I \_\_\_\_\_(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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Employee Signature

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Date